MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

October 28, 1999
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

*Debbie Kohn, Avondale, Chairperson
*Betsy Wise, Carefree
*Sondra Finkbeiner, Cave Creek
*Bill Mitchell, Chandler
 Peter Putterman, Fountain Hills
 Shawn Woolley, Gilbert
*Doug Sandstrom, Gila Bend
 Jerry Wightman, Glendale
 Layne Sutton, Goodyear
 Horatio Skeete, Litchfield Park
*Cary Parker, Maricopa County

Jim Hull, Mesa
Duncan Miller, Paradise Valley
Ralph Spencer for Sandy Teetsel, Peoria
Greg Binder, Phoenix
Jamie Oman-Saltmarsh, Scottsdale
*John Laue, Tempe
*Ralph Velez, Tolleson
*Sabra Mousavi, ADOT
 Eddie Caine, RPTA

*Members neither present nor represented by proxy

OTHERS PRESENT

Oris Friesen, ATIC
Heidi Pahl, MAG
Audrey Skidmore, MAG
Rita Walton, MAG

Jenny Shepard, Mesa
Glenn Stoneman, Norstan
Dick Gregory, Youngtown

1. Call to Order

    The meeting was called to order at 10:05 a.m. by Jamie Oman-Saltmarsh.

2. Approval of September 23, 1999 and October 14, 1999 Meeting Minutes

    It was moved by Duncan Miller, seconded by Ralph Spencer and unanimously recommended to
    approve the September 23, 1999 and October 14, 1999 meeting minutes.

3. Educational Topics

    Oris Friesen, Chair of the Arizona Telecommunications and Information Council (ATIC), gave an
    overview of ATIC stating that it is an economic development foundation under the Governor's
    Strategic Partnership for Economic Development (GSPED). Mr. Friesen stated that the ATIC
    membership includes staff from the Arizona Corporation Commission, State Legislature, city

government and more. Mr. Friesen mentioned that once a month an ATIC update is sent to over 1,500 people via email and that if anyone was interested in receiving this email to let him know. He said that the next ATIC meeting is November 18, 1999 and the topic is the US WEST merger with Quest.

Oris Friesen noted that ATIC has currently formed four committees actively pursuing the following four topics: Multi-tenant Building Access, E-commerce and Digital Signature, Telecommunications Infrastructure Investment, and Implications of US WEST Quest Merger.

Jim Hull asked what groups were involved in the E-commerce and Digital Signature committee. Oris Friesen replied that the Secretary of State and the Government Information Technology Agency (GITA) are the groups focusing on organizational ramifications using digital signature within government.

Jamie Oman-Saltmarsh stated that she is an active member of ATIC and that ATIC could benefit from more local government presence. She explained how the ATIC meetings were run between Phoenix and Tucson.

4.   MAG Regional Videoconferencing System Project

Heidi Pahl reported that proposals for the MAG Regional Videoconferencing System Project are due Friday October 29, 1999 at noon. Ms. Pahl said that once all proposals are submitted MAG staff will be distributing them to the Proposal Evaluation Group. She reminded MAGTAG that she sent them an email asking for volunteers to review the proposals, and if any other MAGTAG members would like to volunteer to please see her after today's meeting.

Heidi Pahl announced that copies of the final report of the Videoconferencing Project are available for those who said they wanted a copy. She mentioned that it contains Phase I Requirements Phase, Phase II Architecture and Strategy Phase, and the Phase III Implementation Plan.

5.   Scheduling Policies and Procedures

Heidi Pahl stated that MAG staff has been working on identifying the videoconferencing tasks that need to be complete before the videoconferencing system is operational. Such tasks include creating training materials, internal marketing process and program, performance/usage reporting process, call launching procedures, support process, certification process and a scheduling process.

Heidi Pahl stated that MAG staff have prioritized this list and identified which tasks need immediate attention. One of the immediate tasks is scheduling policies.

Heidi Pahl noted that Attachment One in the agenda packet lists the major points for scheduling policies and procedures. She said that the attachment was created some months ago with input from the Videoconferencing Review Group. Ms. Pahl went over the attachment item by item, soliciting input on the draft scheduling policies from MAGTAG.

Jamie Oman-Saltmarsh stated that the City of Scottsdale has four videoconferencing units and they have not yet decided how are they going to document meetings. She noted that forms are left on the table and when people have a videoconference meeting they are expected to fill out the forms. Ms. Oman-Saltmarsh stated that the documentation needs more definition and elaboration. Rita Walton

stated that documenting is very important to MAG, since MAG is using Federal Highways Administration (FHWA) Congestion Mitigation and Air Quality (CMAQ) monies. She noted that unless we document well, FHWA may not grant further requests.

Jamie Oman-Saltmarsh asked who the site coordinator is going to be. Rita Walton responded that each member agency is responsible for designating a site coordinator and that person is responsible for documentation among other things, at their member agency.

Ralph Spencer said that he thought the City of Peoria would designate the existing Help Desk to handle all scheduling issues with videoconferencing, such as documentation.

Peter Putterman stated that he has figured out a way to get MS Outlook to send him an email when a meeting room in Fountain Hills is booked.

Jamie Oman-Saltmarsh asked who would pay for additional bridging service if necessary. Rita Walton said that if the decision is that we need to go to a bridging service for MAG meetings then MAG would pay.

Jamie Oman-Saltmarsh asked if the cities are obligated to meeting the objective of reaching the underserved population. Rita Walton said that MAG in general, and not every member agency, would have to meet that objective and that one way to do this would be to have videoconferencing available after hours to the community. Rita Walton added that MAG knows that not everyone can offer community outreach at this time. She stated that reaching the underserved population is an enhancement to the basic system once it is in place.

Layne Sutton asked if a city had a videoconferencing meeting after hours would the cities have to pay for it. Rita Walton responded that the cities would not have to pay providing it was a MAG meeting, but that MAG is not funded to provide support after hours in the first year.

Peter Putterman asked if there would be support for meetings outside of regular business hours after the first year. Rita Walton stated that this is a possibility.

Peter Putterman suggested switching the priority one and two for scheduling priorities for videoconferencing.

Jim Hull asked what kind of support we were getting from MAG Regional Council and MAG Management Committee. Rita Walton said that they were extremely supportive, provided there are no long term financial implications impacting their agencies.

6. Intergovernmental Agreements (IGAs) for the MAG Regional Videoconferencing System

    Heidi Pahl stated that MAG staff identified Intergovernmental Agreements (IGA) as an immediate task, as MAG anticipates to begin the videoconferencing project implementation, in January 2000. She noted that in order to be ready for implementation, Intergovernmental Agreements between MAG and member agencies are needed. Ms. Pahl stated that the purpose of the IGA is to allow for the installation of videoconferencing equipment and network at member agency sites, and define responsibilities for each party. Ms. Pahl distributed a draft outline on the IGA responsibilities of MAG and MAG member agencies. She stated that this is not a complete list and to please let MAG staff know of any other responsibilities that should be added.

Jim Hull asked when MAGTAG members should notify their city managers about this IGA. Rita Walton responded that when a draft IGA was prepared, then the city managers, intergovernmental coordinators and attorneys would be notified.

Duncan Miller asked who owns the equipment to be inventoried if a city decides not to participate in the videoconferencing project and cancels or terminates the IGA. Rita Walton responded that Federal Highways Administration and MAG own the equipment and it would most likely come back to MAG.

Jim Hull asked if we would have 27 different IGA's one for each jurisdiction. Rita Walton stated that MAG would draft a "sample" IGA which could be modified by the cities.

7. Telecommuting Program

Eddie Caine said that it was recommended by the City of Chandler that we have a short Telecommuting Survey. Mr. Caine noted that survey responses were low and he would encourage all jurisdictions to complete the survey. He said that MAGTAG members should give him a name and phone number of the person who should answer the survey and RPTA would conduct the survey with that person. Eddie Caine explained that if the agency does not support telecommuting to please identify that on the survey and return it to RPTA.

Peter Putterman asked if RPTA would provide interpretation of the survey questions when conducting the survey. Eddie Caine replied that interpretation would be provided as needed.

Shawn Woolley stated that he has attempted several times to return his survey and has been unsuccessful.

Jamie Oman-Saltmarsh announced that KTAR radio had a session on National Telework Day and there was no negative feedback.

9. Update on Electronic Access Survey

Heidi Pahl gave an update on the Electronic Access Survey stating that she has conducted the survey with all member agencies and that survey responses would be summarized.

10. TIP Process

Rita Walton gave a brief overview of the October 14,1999 audio conference meeting on prioritizing the telecommunications projects in the Transportation Improvement Program (TIP). She noted that MAGTAG voted to move the City of Scottsdale telecommuting/transit center project to Valley Metro Operating Staff (VMOS) and RPTA group for consideration. The remainder of the projects were prioritized. She announced that the Transportation Review Committee (TRC) is meeting on Tuesday November 2, 1999 at 10:00 a.m. and that Debbie Kohn will be representing MAGTAG at the TRC meeting.

11. Announcements and Public Input

Jim Hull announced that he changed jobs. He will be working on advanced technologies for smart cities which includes trying to build a reference library of web sites applicable to advanced technologies. Mr. Hull asked if MAGTAG members knew of web site addresses that would assist in

building the reference library to forward them to him. Mr. Hull noted that he will continue to staff the MAGTAG committee.

Rita Walton stated that the Internet Taxation Forum will be held December 16, 1999 at 2:00 p.m. in the MAG Saguaro room. Ms. Walton noted that the agenda with an RSVP will be sent to all MAGTAG members, elected officials, city managers, intergovernmental co-ordinators, finance directors, budget directors, city attorneys, chief information officers, and public information officers. She noted that the panelists include State Representative Jeff Hatch-Miller, City of Mesa Councilmember Dennis Kavanaugh, Department of Revenue Assistant Director Terry Trost, and Westcor President and CEO Rob Ward.

12.   <u>Date of Next Meetings</u>

The next meeting of the MAGTAG will be held on Thursday December 9, 1999.

The meeting was adjourned at 11:23 a.m.